



Board of Management
HUMAN RESOURCES COMMITTEE
Meeting of 26 November 2013



NOTICE OF MEETING

There will be a meeting of the Human Resources Committee on 26 November 2013 at 1000 – 1100 hours in Room G25, Aberdeen City Campus.

MEMBERS OF THE BOARD OF MANAGEMENT

Mr. D Cobban
Mr. B Dunn
Mr. I Gossip
Ms. C Inglis (Chair)
Mr. J McKendrick
Prof. M Melvin
Mr. K Milroy
Ms. A Simpson
Mr. A Smith
Mr. R Wallen
Mr. R Woods

OTHER INVITED PARTICIPANTS

Mr. B Cruickshank

IN ATTENDANCE

Ms. A Hay, Vice Principal
Ms. P May, Secretary to the Board of Management

Meeting of 26 November 2013

AGENDA

1. Welcome by the Chair

- 1.1 Introduction, and Apologies for Absence
- 1.2 Composition, Membership, and Remit of the Human Resources Committee (papers to be tabled)

2. Report to the Committee by the Principal (paper enclosed)

3. Papers for Information

- 3.1 Key HR Performance Indicators (paper enclosed)
- 3.2 Key Staff Development and Continuing Professional Development Performance Indicators (paper enclosed)
- 3.3 Key Health and Safety Performance Indicators (paper enclosed)
- 3.4 Key Environmental Sustainability Performance Indicators (paper enclosed)
- 3.5 Voluntary Severance Scheme Update (oral report)
- 3.6 Progress with Re-structuring (paper attached)

4. Summation of Business

5. Date and Time of Next Meeting

Report to the Committee by the Principal

1. Introduction

- 1.1 The purpose of this report is to provide information to the Committee on Human Resources issues.

2. Pay Settlement 2013-14

- 2.1 The pay settlement for 2013-14 for the former Aberdeen College and Banff & Buchan College was agreed and implemented in October.
- 2.2 The settlement was for a 2% consolidated pay increase for all staff. In addition, staff at the former Banff & Buchan College received a one off non-consolidated payment of £1,000 (pro rata for part-time staff) to buy out the surplus share scheme which had operated at the College.

3. Senior Management Team Induction

- 3.1 Induction plans have been established for Senior Management Team members. These plans comprise a range of individual and collective development activities designed to ensure that Senior Management Team members are fully supported in their new roles.

4. Organisation Development

- 4.1 The College has engaged Dr Douglas Young to assist the Senior Management Team develop strategies to manage the changes arising from merger. This includes leadership and management development activities.
- 4.2 Dr Young visited the College on 04 and 05 November to conduct individual meetings with the Senior Management Team. He will return on 10 December to conduct a half day workshop.

5. Teaching Qualification in Further Education TQFE

- 5.1 The College has been advised that the following lecturers have been successful in gaining the TQFE from the University of Aberdeen:

Name	Job Title	Location
Iftikhar Ahmad	Lecturer, Nautical Studies	Peterhead
Craig Daniel	Lecturer, Construction	Altens
Peter Duncan	Team Leader, Nautical Short Courses	Peterhead
James Gray	Lecturer, Construction	Fraserburgh
Avril Hendry	Lecturer, Health and Social Care	Gallowgate
Jon Procee	Lecturer, Electrical Engineering	Altens
Michael Macdermid	Lecturer, Learning Opportunities	Gallowgate
Gilbert Whyte	Lecturer, Manufacture and Maintenance Engineering	Fraserburgh

- 5.2 A further 12 staff from Gallowgate and Altens are due to complete the TQFE in January 2014.

6. Staff Event

- 6.1 The staff event held on 01 November 2013 at the Beach Ballroom was attended by around 300 staff from both former Colleges. It was a great success with very positive comments received from staff who attended.

7. Recommendation

- 7.1 It is recommended that the Committee note the content of this report.

Rob Wallen
Principal

Key HR Performance Indicators

1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to the Human Resources function.

2. Sickness Absence

- 2.1 The table below shows the average number of days' sickness absence by employee in the period 01 August to 30 September 2013 with comparisons from previous full years in the Aberdeen City/Altens and Craibstone campuses. Comparable information was not available for the Fraserburgh and Peterhead campuses as sickness absence is currently only calculated on the basis of an overall percentage.

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Average No. of Days per Employee	6.60	6.48	3.84	5.96	0.83

- 2.2 In the period 01 August to 30 September 2013, seven staff were absent on long-term sick leave from the Aberdeen City, Altens and Craibstone campuses. Of these, four remain absent, two are back at work and one member of staff has left the College.
- 2.3 In the same period ten staff were absent on long term sick leave from the Fraserburgh and Peterhead campuses. Of these, three have left on voluntary severance and seven remain absent.
- 2.4 In the period 01 August to 30 September 2013 the overall sickness absence level was 3.7% for the Fraserburgh and Peterhead campuses and 2% for the Aberdeen City, Altens and Craibstone campuses.

3. Maternity and Paternity Leave

- 3.1 The following table shows the number of staff who have been absent from work on maternity and paternity leave in the period 01 August to 30 September 2013:

Location	Maternity Leave	Paternity Leave	Total
Aberdeen City/Altens/ Craibstone Campuses	11	2	13
Fraserburgh/Peterhead Campuses	3	0	3

4. Labour Turnover

- 4.1 Labour turnover is normally expressed as the total number of staff who leave an organisation as a percentage of the total number employed in a given period.
- 4.2 The labour turnover rates for the period 01 August to 30 September 2013 with comparisons from previous full years for Aberdeen City, Altens and Craibstone campuses are as follows:

Category	2009-10	2010-11	2011-12	2012-13	2013-14
Lecturers	7.1%	8.3%	13%	17.5%	3.6%
Support	11.7%	25.1%	14.6%	8.7%	2.8%

4.3 The labour turnover in Fraserburgh and Peterhead campuses in the period 01 August to 30 September 2013 was 1.6% in total.

4.4 An analysis of leavers by staff category over the same period with comparisons from previous full years is as follows:

Category	2009-10	2010-11	2011-12	2012-13	2013-14
Lecturers (includes promoted lecturers and Curriculum Leaders)	17	19	25	31	7 (1)
Instructors	7	8	7	3	0 (1)
Managers (includes Team Managers)	8	4	8	3	0 (1)
Professional/ Administrative/clerical	20	43	12	11	5 (1)
Technical	0	3	2	0	1
Library	0	5	2	1	0
Ancillary/Manual	2	9	4	2	0
Total	54	91	60	51	13 (4)

4.5 The figures in brackets relate to Fraserburgh and Peterhead campuses.

4.6 An analysis of the reasons for leaving and comparisons with previous full years is as follows:

Reason for Leaving	2009-10	2010-11	2011-12	2012-13	2013-14
Change in working conditions	0	1	0	0	0
Deceased	0	2	0	0	1
End of temp contract	1	6	1	0	0
Expiry of work permit	1	0	0	0	0
Further study	1	2	0	1	0
Ill Health Retirement/ Resignation	5	4	1	2	0
Job dissatisfaction	3	0	0	1	0 (1)
New challenge/ change in career/ career break	1	1	5	3	0
New job	16	4	12	12	4 (1)
No reason given	0	0	0	0	0
No Return from Maternity Leave	2	1	1	1	1
Personal/Domestic	1	7	2	9	2
Redundancy	1*	1	1	1	0
Relocation	5	3	2	2	2
Retirement	9	15	3	3	1 (1)
Set up own business	0	1	1	0	0
Termination of contract	4	0	0	0	0
Termination on health grounds	1	0	0	0	0
Transfer (TUPE)	0	6	0	0	0
Travel difficulties	0	0	0	0	0
Voluntary Severance	0	37	31	16	2 (1)
Working Relationships	3	0	0	0	0
Total	54	91	60	51	13 (4)

* These were voluntary redundancies.

4.7 The following staff were promoted in the period 01 August to 30 September 2013:

Name	Previous Post	New Post	Location
Fiona Budd	Administrator Central Admin	Senior Student Records Operator/Verifier	Aberdeen City Campus
Duncan Macleod	Lecturer	Acting Curriculum Leader - Computing	Aberdeen City Campus
Scott Matthew	Technical Manager	Technical Manager/Project Manager (Secondment 12-18 months)	Aberdeen City Campus
Damien McLeod	Lecturer	Acting - Project Leader (TV/Radio)	Aberdeen City Campus
Ellen Pawlowicz	Lecturer	Acting Curriculum Leader – Health & Social Care	Aberdeen City Campus
Ian Runcie	Lecturer	Acting Curriculum Leader –Manufacture and Maintenance Engineering	Fraserburgh Campus

5. Flexible Working Applications

5.1 The following table provides details of flexible working applications received in the period 01 August to 30 September 2013:

Location	Categories	No. of Applications	No. Approved	No. Rejected
Aberdeen City/ Altens/Craibstone	Lecturer	5	5	0
Aberdeen City/ Altens/Craibstone	Support	1	1	0
Fraserburgh/ Peterhead	Lecturer	0	0	0
Fraserburgh/ Peterhead	Support	1	1	0

6. Employment Relations

6.1 Information on numbers of cases in the period 01 August to 30 September 2013 for the Aberdeen/Altens/Craibstone campuses with comparisons from previous years is noted below:

	2009-10	2010-11	2011-12	2012-13	2013-14
Grievances	3	0	0	0	0 (0)
Disciplinary Cases	2	1	0	3	1 (0)
Workplace Mediation Cases	0	0	0	2	1 (0)
Capability Cases	3	2	0	0	0 (0)
Termination of contract following probationary review	2	0	0	0	0 (0)
Whistleblowing Cases	0	0	0	1	0 (0)
Harassment Cases	0	0	0	0	0 (0)

6.2 There were no cases from Fraserburgh or Peterhead campuses in the period 01 August to 31 September 2013.

7. Recommendation

7.1 It is recommended that the Committee notes the content of this report.

Rob Wallen
Principal

Alison Hay
Vice Principal

Key Staff Development and Continuing Professional Development Performance Indicators

1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to Staff Development and Continuing Professional Development. The data relates to Aberdeen City, Altens and Craibstone campuses. Work is currently underway to establish equivalent data relating to Fraserburgh and Peterhead campuses.

2. Teaching Qualification in Further Education (TQFE) – Lecturers

- 2.1 The following table shows the number of lecturers who hold and are working towards a TQFE or equivalent teaching qualification in the period 01 August to 30 September 2013 in the Aberdeen City/Altens and Craibstone campuses:

No. of Lecturers – Aberdeen City/ Altens and Craibstone Campuses	No. with TQFE or Equivalent	No. Working Towards TQFE	No. to Join TQFE	Left without Qualifying
204	162	12	29	1

- 2.2 At present 85% of lecturers at Aberdeen City, Altens and Craibstone campuses hold or are working towards a TQFE.

3. Assessment Qualifications – Lecturers

- 3.1 The following table shows the number of lecturers who hold or are working towards a relevant assessment qualification in the period 01 August to 30 September 2013 in the Aberdeen City, Altens and Craibstone campuses:

No of Lecturers	No with Assessment Qualification	No Working towards Assessment Qualification	No to Undertake Assessment Qualification
204	182	10	12

- 3.2 At present 94% of lecturers hold or are working towards an assessment qualification.

4. Verification Qualifications – Lecturers

- 4.1 The following table shows the number of lecturers who hold or are working towards a relevant verification qualification in the period 01 August to 30 September 2013 in the Aberdeen City, Altens and Craibstone campuses:

No of Lecturers	No with Verification Qualification	No Working towards Verification Qualification	No to Undertake Verification Qualification	Left without Qualifying
204	160	12	31	1

- 4.2 At present 84% of lecturers hold or are working towards a verification qualification.

5. Qualifications for Instructors

5.1 The following table shows the number of instructors who hold and are working towards a relevant training qualification in the period 01 August to 30 September 2013 in the Aberdeen City, Altens and Craibstone campuses:

No. of Instructors	No. with Appropriate Qualification for Instruction	Number working towards qualifications	No. waiting to commence qualification	Left without Qualifying
27	25	0	2	0

5.2 Currently 93% of instructors hold or are working towards an appropriate qualification.

6. Assessment Qualifications - Instructors

6.1 The following table shows the number of instructors who hold and are working towards a recognised assessment qualification in the period 01 August to 30 September 2013 in the Aberdeen City, Altens and Craibstone campuses:

No. of Instructors	No. with Appropriate Qualification	Number working towards appropriate qualification	No. waiting to join cohort	Left without Qualifying
27	24	2	1	0

6.2 Currently 89% of instructors hold or are working towards a relevant assessment qualification.

7. Post Graduate Certificate in Adult Guidance

7.1 The following table shows the number of Guidance Tutors and Student Advisers who hold and are working towards a qualification in adult guidance in the period 01 August to 30 September 2013 at all campuses in North East Scotland College:

No. of Guidance Tutors in Aberdeen City/Altens/Craibstone Campuses	No. with Qualification in Adult Guidance	No. Working Towards Qualification	No. to Join Programme	No. Left without Qualifying
13	13	0	0	0

7.2 Currently 100% of Guidance Tutors at Aberdeen City, Altens and Craibstone campuses hold a qualification in adult guidance.

8. Mandatory Staff Development

8.1 The following table shows progress on mandatory training for all staff in the Aberdeen City, Altens and Craibstone campuses:

Course	% Achieved
Fire Safety	97%
Equality and Diversity	96%
Child Protection	98%
Manual Handling	93%

8.2 These courses are run regularly and Fire Safety, Child Protection and Equality and Diversity are available on the VLE.

9. Professional Updating

9.1 The following table illustrate activity in the period 01 August to 30 September 2013 in the Aberdeen City, Altens and Craibstone campuses:

	Managers	Lecturers	Support staff
Number of applications	10	29	17
Number approved	9	29	17

10. Achievements in the Period 01 August to 30 September 2013 (Aberdeen City, Altens and Craibstone campuses)

10.1 Fifty different training sessions were arranged and run during August and September 2013. Of these eight were led by external providers and the remaining 42 by College staff. In addition, seven VLE based courses were undertaken. Courses include mandatory training and induction sessions. In total 598 members of staff (College, Protocol and other contractors) attended or undertook the various training options.

10.2 During August and September 13 new members of staff joined the College and have received induction.

11. Recommendation

11.1 It is recommended that the Committee notes the content of this report.

Rob Wallen
Principal

Alison Hay
Vice Principal

Key Health and Safety Performance Indicators

1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on key performance indicators relating to the Health and Safety function.

2. Accident Statistics

- 2.1 Accident statistics for the period 01 August to 30 September 2013 are noted in the table below with comparative information for previous years.
- 2.2 The College has participated in an accident benchmarking exercise with other Scottish Colleges. Comparative figures are shown in the table below:

Academic Year	2009-10	2010-11	2011-12	2012-13	2013-14
No. of Accidents at Aberdeen College	48 of which 3 were reported to HSE	58 of which 5 were reported to HSE	37 of which 1 was reported to HSE	55 of which 6 were reported to HSE	2 of which 0 were reported to HSE
No. of accidents at Banff and Buchan College	29 of which 2 were reported to the HSE	28 of which 11 were reported to the HSE	13 of which 7 were reported to the HSE	22 of which 5 were reported to the HSE	4 of which 2 were reported to the HSE
Scottish College Average	60 of which 7 were reported to the HSE	62 of which 7 were reported to the HSE	43 of which 3 were reported to the HSE	Figures have not been collated at this point	

- 2.3 The two accidents at Banff and Buchan College which were notified to the HSE involved a student falling on the stairs and a student cutting his finger while sharpening a knife.
- 2.4 An analysis of the accidents in the period 01 August to 30 September 2013 shows that they involved the following:

Category	Number (Aberdeen)	Number (BBCFE)
Employees	1	
Students	1	4 (2 reportable)
School Pupils		
Contractors		
Total	2	4

2.5 The categories of accidents were as follows:

Accident/Injury	Number (Aberdeen)	Number (BBCFE)
Cut	1	1 (reportable)
Burn		
Sprain/Strain		
Bump/Collision		
Slip/Trip/Fall	1	2 (1 reportable)
Scratch		
Twist/Abrasion		
Crush		
Eye Ingress		1
Torn muscle		
Stave		
Heavy Impact		
Dislocation		
Bruise		
Total	2	4 (2 reportable)

3. Work Placement Visits

3.1 The following table shows the number of visits which were undertaken in the period 01 August to 30 September 2013:

	No. of Visits to be Undertaken	% of Visits Undertaken
Aberdeen City/Altens/Craibstone Campuses	40	97.5%
Fraserburgh/Peterhead Campuses	Not yet confirmed	Not yet confirmed

4. Occupational Road Risk Programme

4.1 Aberdeen College introduced an Occupational Road Risk Programme for staff who may be required to drive College vehicles as part of their duties. The purpose of the programme is to identify which staff may be at greater risk of accidents to enable the College to implement actions, such as advice and training, to minimise these risks.

4.2 The training is carried out online and is managed and reviewed by the College's Health and Safety Team.

- 4.3 The following table shows the number of staff who require to complete the programme and the percentage who have completed it to date:

	No. of Staff Who Drive College Vehicles	% Who Have Undertaken Programme
Aberdeen City/Altens/Craibstone Campuses	195	80
Fraserburgh/Peterhead Campuses	Data not currently available	Data not currently available

5. Approved Contractor List

- 5.1 External contractor companies are approved by the Health and Safety Manager to carry out work for the College. This is to ensure that all contractors comply with health and safety standards as specified by the College.
- 5.2 The following table provides details of the total number of companies currently approved to carry out work in North East Scotland College, and the number removed from the list for failing to meet College safety standards in the period 01 August to 30 September 2013:

No. of Approved Contractors	No. Removed from List
200	0

6. Workplace Dust Monitoring

- 6.1 Under the Control of Substances Hazardous to Health Regulations (COSHH) a duty is placed on employers to ensure the risk from workplace exposure to dust is removed, so far as reasonably practicable.
- 6.2 Checks to measure the concentration of inhalable and respirable dust in the air are undertaken by the Health and Safety Department.
- 6.3 All construction and joinery workshops are included in this programme.
- 6.4 Each workshop is sampled for respirable dust using a direct reading dust monitor; this monitor also provides the facility for inhalable and thoracic dust checks.
- 6.5 The following table provides details of the number of dust samples taken and the number of inspections that fell below statutory limits in the period 01 August to 30 September 2013:

No. of Dust Samples Undertaken	No. of Inspection Failures
1	0

- 6.6 To date this information has not been recorded in Fraserburgh and Peterhead campuses.

7. Food Hygiene Inspections

- 7.1 In order to ensure that the College complies with the Food Safety Act 1990, the Food Labelling Regulation 1996 (as amended), the General Food Regulation 2004 and the Food Hygiene (Scotland) Regulations 2006, the Health and Safety Team carry out a programme of kitchen inspections.
- 7.2 A member of the Health and Safety Team is a qualified Food Hygiene Inspector.
- 7.3 All kitchens including training and contractor controlled areas are included in the programme.
- 7.4 The following table shows details of the number of kitchens inspected and any that fell below the required standard in the period 01 August to 30 September 2013:

No. of Kitchen Inspections Undertaken	No. of Inspection Failures
1	0

- 7.5 To date this information has not been recorded in Fraserburgh and Peterhead campuses.

8. Recommendation

- 8.1 It is recommended that the Committee note the content of this report.

Rob Wallen
Principal

Alison Hay
Vice Principal

Key Environmental Sustainability Performance Indicators

1. Introduction

- 1.1 The purpose of this report is to provide the Committee with information on progress towards various targets established in the College's Climate Change Action Plan.

2. Background

- 2.1 The College's Climate Change Action Plan (CCAP) was prepared in response to the Universities and Colleges Climate Commitment for Scotland (UCCCCfS) and includes targets relating to the key areas of energy consumption, water usage, vehicle use, photocopying, waste production and waste segregation and, where appropriate, their associated carbon dioxide output (CO₂).
- 2.2 The targets established for 2013-14 are related to the baseline data established for the period 01 April 2009 to 31 July 2010.
- 2.3 The data for the baseline year was established using available records within the College that had been maintained and compiled for a variety of purposes.
- 2.4 The current recording system collects monthly data and this enables consumption levels and profiles to be established and allows for more effective monitoring. The data can be monitored and analysed at College and Centre level to identify inconsistent patterns of usage or waste and determine opportunities for making improvements.
- 2.5 All conversion factors relating to tonnes of CO₂ come from the energy and carbon conversions 2011 update from the Carbon Trust.

3. Data on Energy, Water, Vehicles and Photocopying

- 3.1 The following table shows consumption and usage against target for the period 01 August to 30 September 2013:

Category	Unit	2013-14 Target (unit)	2013-14 Target Tonnes CO ₂	2013-14 Actual for year (unit) (to end September)	2013-14 Actual for year Tonnes CO ₂ (to end September)
Vehicle Usage – College	Miles	104,524	24.4	7,985 (7.6%)	1.9 (7.6%)
Vehicle Usage – Private	Miles	23,008	7.7	793 (3.4%)	0.3 (3.4%)
Photocopying	number	6,409,040	n/a	740,382 (11.5%)	n/a
Printing	number	1,705,188	n/a	252,066 (14.8%)	n/a
Total			32.1		2.2 (6.8%)

Note 1: The figure in brackets is the percentage of target.

3.2 The following table shows the consumption or usage of energy in 2012-13:

Category	Unit	2013-14 Target (unit)	2013-14 Target Tonnes CO2	2013-14 Actual for year (unit) (to end September)	2013-14 Actual for year Tonnes CO2 (to end September)
Gas	KWHR	6,631,203	1,217.5	679,573 (10.2%)	124.8 (10.2%)
Electricity	KWHR	3,788,660	1,987.5	831,990 (22%)	436.5 (22%)
Heating oil	Litre	70,829	216.7	17,571 (24.8%)	53.8 (24.8%)

Note 1: The figure in brackets is the percentage of target.

3.3 The following table shows the consumption of gas, electricity and heating oil aggregated on the basis of KWHR against target in the period 01 August to 30 September 2013:

Category	Unit	2013-14 Target (unit)	2013-14 Target Tonnes CO2	2013-14 Actual for year (unit) (to end September)	2013-14 Actual for year Tonnes CO2 (to end September)
Gas, oil and electricity	KWHR	11,247,864	3421.7	1,704,141 (15.2%)	615 (18%)

Note 1: The figure in brackets is the percentage of target.

3.4 The following table shows water usage against target in the period 01 August to 30 September 2013:

Category	Unit	2013-14 Target (unit)	2013-14 Target Tonnes CO2	2013-14 Actual for year (unit) (to end September)	2013-14 Actual for year Tonnes CO2 (to end September)
Water	m cu	20,378	n/a	7,400 (36.3%)	n/a

Note 1: The figure in brackets is the percentage of target.

4. Data on Waste Production and Segregation

4.1 These targets reflect the College's aim to decrease the overall production of waste whilst increasing the proportion of waste that is segregated.

4.2 The categories of waste have increased since the baseline targets were established and now include food waste and metal. Most of the targets are expressed as tonnes of waste (paper, card, plastic, wood, construction, food and metal) but some are expressed as "items" (electrical goods and printer cartridges). The "items" are not currently included in the calculation of percentage of waste segregated as this only relates to weighed items.

4.3 The following table shows the production of waste and its breakdown into different waste streams against target for the period 01 August to 30 September 2013:

Category	2013-14 Target (tonnes)	2013-14 Actual for year (tonnes) (to end September)
Paper	21.5	2.4 (11.2%)
Card	51.8	4.9 (9.5%)
Plastic	8.2	0.6 (7.3%)
Wood	23.3	9.4 (40.3%)
Construction waste	157.4	1.2 (0.8%)
Food	11.7	10.5 (89.7%)
Metal	29.3	7.4 (25.3%)
General waste	139.4	21.2 (15.2%)
Total	442.6	57.6 (13%)
Segregated percentage	68.5%	63.2%

Note 1: The figure in brackets is the percentage of target.

4.4 The following table shows the number of electrical items and printer cartridges disposed of in the period 01 August to 30 September 2013 against the target for the year:

Category	2013-14 Target	2013-14 Actual for year
Electrical items	342	600 (175.4%)
Printer cartridges	49	0 (0%)

Note 1: The figure in brackets is the percentage of target.

5. Recommendation

5.1 It is recommended that the Committee note the content of this report.

Rob Wallen
Principal

Alison Hay
Vice Principal

Progress with Re-structuring

1. Introduction

- 1.1 The purpose of this report is to provide information to the Committee on progress with re-structuring.

2. Background

- 2.1 The merger of Aberdeen College and Banff & Buchan College provides an opportunity to combine expertise, facilities and resources in a way that best serves the region and enables North East Scotland College to operate with significantly reduced funding.
- 2.2 Each College operated with its own management structure and corporate services. The merger enables the College to rationalise these structures and make efficiency savings as a result.
- 2.3 The Regional Partnership Board took the decision which was endorsed by both Boards of Management that efficiency gains through a reduction in staffing costs would be achieved, as far as is reasonably practicable, through voluntary severance. To date, this has proved successful and 22 staff across both former Colleges have been offered and have accepted voluntary severance. These have mainly been management and support posts and will generate savings of around £700,000 per annum.

3. Progress with Re-structuring

3.1 Senior Management Team

- 3.1.1 Appointments have been made to the Senior Management Team and staff whose line manager changed as a result of the appointments have been informed.
- 3.1.2 The post of Vice Principal Human Resources has been advertised and interviews will be held on 15 November 2013.

3.2 Promoted Teaching Staff Structure

- 3.2.1 A draft promoted teaching staff structure for North East Scotland College was distributed to affected staff for consultation on 28 October 2013. Consultative meetings with affected staff in Aberdeen and Fraserburgh were held on 04 and 05 November 2013.
- 3.2.2 Meetings have also been held with staff representatives and their views sought on the proposals.
- 3.2.3 Job descriptions and person specifications for the posts within the structure have been drafted and are also the subject of consultation with staff and their representatives.

3.2 Support Services Re-structuring

- 3.3.1 Priorities for support services re-structuring have been established and include Finance, Procurement, Estates, Human Resources, Staff Development, Health and Safety, Quality, Administration Services, Admissions, Student Records, Timetabling, Student Funding, Learner Services, Libraries, IT and Technical Services.
- 3.3.2 Work has commenced on consultation with affected staff and it is anticipated that new structures will be in place by the end of June 2014.

4. Timetable

- 4.1 The College aims to complete the restructuring process to ensure that new structures are fully in place for the 2014-15 academic year. The following milestones were initial estimates of the timetable for implementing the new structure but it is intended to proceed more quickly where possible:

Implement middle management teaching structure	31/01/2014
Implement middle management support structure	31/01/2014
Implement promoted teaching structure	30/04/2014
Implement rest of teaching structure	30/05/2014
Implement rest of support structure	30/06/2014

5. Process for Filling Posts

- 5.1 A process for filling posts in the new structure has been established and was also the subject of consultation with staff representatives.

6. Terms and Conditions of Service

- 6.1 Salaries and other terms and conditions of service have been established for the posts in the new Senior Management Team. Discussions are underway with staff and their representatives regarding salaries and terms and conditions for posts in the new promoted teaching structure.
- 6.2 As appointments are made staff will be offered new contracts with North East Scotland College terms and conditions of service.

7. Potential Savings

- 7.1 The savings arising from the re-structuring of the Senior Management Team are £230,000 per annum.
- 7.2 The savings arising from the implementation of the promoted teaching staff structure are currently estimated to be £628,000 per annum.

8. Recommendation

- 8.1 It is recommended that the Committee note the content of this report.

Rob Wallen
Principal

Alison Hay
Vice Principal